

## APPENDIX O

### U. S. GOVERNMENT TRANSPORTATION REQUEST (GTR).

#### A. GENERAL

1. Use. This section governs the preparation, issuance, and distribution of GTR (SF 1169). GTRs are used to procure transportation services when centrally-billed accounts of the government's charge card company are not used. GTRs are accountable documents and must be properly safeguarded by TOS and persons to whom issued at all times.

2. Restrictions. GTRs will not be used for the following:

a. Procurement of taxicab, airport limousine, or intracity transit services for individual travel unless purchased in bulk or when special circumstances justify such use.

b. Procurement of transportation for household pets.

c. Procurement of air, bus, and rail passenger transportation services, or any combination thereof, from travel agencies not under DoD or GSA contract.

d. Payment of toll-road or toll-bridge charges,

e. Any portion of a trip where government transportation is used.

f. Services for the personal convenience of a traveler exceeding those authorized under the JFTR/JTR. When a traveler desires unauthorized services, payment of the additional cost, including federal transportation tax, will be the responsibility of the traveler and must be paid to the carrier at the time the GTR is exchanged for tickets.

g. Vehicle rental services.

h. Procurement of service via National Railroad Passenger Corporation (AMTRAK) when the value of ticket(s) is less than \$50, except when purchased in bulk.

#### B. METHOD OF PREPARATION

GTRs will be filled in by typewriter, ink, or indelible pencil. The use of ordinary lead pencil is prohibited.

#### C. ALTERATIONS/ISSUANCES

1. Alterations or erasures should be avoided, but when made, they must be validated by the initials of the issuing officer.

2. TOS who have blank GTRs lost or stolen from their office, or have mutilated or destroyed GTRs will immediately notify, in writing, their appropriate servicing finance center.

3. Travelers who have GTRs lost or stolen must immediately notify the local TO and call the nearest passenger carrier's agent and provide all the necessary data. If GTR was issued for passenger travel, travelers are obligated to purchase their own replacement tickets. Travelers without funds may request a cost charge GTR from the local TO.

4. Unused GTRs will be turned into the TO for cancellation. A DD Form 730, Receipt for Unused Transportation Request, will be issued and distributed as follows:

a. Original plus one copy to traveler (to be attached to DD Form 1351-2, Traveler Voucher)

b. One copy to appropriate Service finance center.

c. One copy to the origin TO along with a copy of the GTR and any other related correspondence.

d. One copy to be used as the issuing TO's file copy. Also file copy of GTR and any other related documents.

5. The original GTR copy should be sent to the passenger carrier and duplicate to the traveler, to be used when filing DD Form 1351-2, Travel Voucher. A copy is forwarded to the appropriate Service finance office. A copy is retained by the issuing TO along with other related documentation.

#### D. CROSS-REFERENCING GTRS

When it is necessary to issue more than one GTR for travel of the same person(s), a cross-reference notation will be made on the face of each GTR, such as *In connection with (ICW) GTR #*. GTRs issued for shipment of remains and for the escort(s) of the remains will be cross-referenced.

#### E. GTR PREPARATION

1. GTR Entries. Specific entries will be made by the issuing officer as prescribed below and shown in the various figures in this section. (See figure O-1 for blank GTR with corresponding numbered blocks.) When all of the spaces are not required for the services being procured, a horizontal line should be drawn through the unused space. When the space on the front of the GTR is inadequate for all the necessary information, the space on the reverse will be utilized.

2. "Bill Charges To". This block should be preprinted for the specific DoD Component and must reflect the component's billing address. If payment is to be made by a DoD Component other than the one issuing the GTR, the preprinted information will be lined through and the name and address of the appropriate payment office will be entered. In addition, Air Force and Army will annotate the issuing agency DODAAC in this block. DoD Component payment addresses are as follows:

AGENCY

ADDRESS

(a) Office of the Secretary of Defense  
Defense Intelligence Agency  
Defense Logistics Agency  
Department of the Air Force  
Department of the Army

Defense Finance Accounting  
System (See figure O-6)

NOTE: Preparation instructions for Air Force local payments procedures (LOPA) are listed in AFI 24-101.

(b) U. S. Marine Corps

Commanding General Marine Corps  
Logistics Base (Code 470)  
814 Radford Blvd  
Albany GA 31704-1128

(c) Department of the Navy

Defense Finance & Accounting Office  
(GTR/GTA Branch - ISBBE)  
P. O. Box 8309  
Norfolk VA 23503-0309

(d) U. S. Coast Guard

U.S. Coast Guard Finance Center  
1403-A Kristina Way  
Chesapeake VA 23326-5000

3. Fiscal Data (Block 1). Enter complete fiscal data shown in the travel orders in appropriate blocks. This includes appropriation and subhead; object class; bureau control number; suballotment; authorization accounting activity; traveler status (PCS or TDY); type; travel order number; cost code; and standard document number. DoD Components that do not use all of the above in the fund cite will enter accounting data as listed in the travel order. Enter in full all accounting data and include the order identification, e.g., Lackland AFB TX, Order No. 1234-54 dated 26 Jul 94; Ft Sam Houston TX, Special Order No. 987, 26 Jul 94, etc.

a. Deceased Persons.

(1) On GTR for deceased persons, enter: *Issued ICW GTRs (serial number of escort's GTR).*

(2) On GTR for escort of deceased, enter: *Issued ICW GTR (serial number of GTR for deceased).*

b. Different Appropriation Involved. If different appropriations are involved in the transportation of members traveling as a group and one GTR is issued, the appropriation data will show the number of persons chargeable to each appropriation. Use the back of the GTR form if more space is needed.

c. Payment in Foreign Currency. When payment *is to be made in a currency* other than U.S. dollars, show type of currency in Block 7, "SPECIAL ACCOMMODATIONS AND REQUIREMENTS;" for example, "To be paid in Italian Lire."

d. Cost-Charge Transportation. (To return military personnel to duty.)

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(1) In addition to the appropriation, enter "Cost Charge" for Air Force and Army personnel or "Checkage Requested" for Marine Corps and Navy personnel.

(2) Air Force. In lieu of any other appropriation data, enter one of the following appropriation numbers, as applicable:

57'3500 32\*P51O 503725 (for officers);

57\*3500 32\*P53O 503725 (for enlisted).

(\*Enter the last digit of applicable fiscal year in place of the asterisk.)

(3) Army. Enter 21'201001-177 P151O S99999 for all members who are absent without leave or deserters. Enter 21\* 201001-401 P1491 S99999 for all members on leave.

(4) Navy. Enter 17'14532202011126000 00002221000000000000071131 for all members on leave or in unauthorized leave status.

(5) Marines. Enter one of the following codes:

Officers: 17\* 1105.270101112690000027 210000000000000071110.

Enlisted: 17\* 1105.270101112690000027 210000000000000071130.

4. Place and Date of Issue (Block 2). Enter the official designation and location of issuing installation, base, ship, or station, and city and state of country, including ZIP code; and date of issue (not date of travel). Abbreviations may be used. "

5. Issuing Government Officer (Block 3). (Signature and office).

a. The issuing transportation officer or authorized transportation agent must sign in this block to certify that the requested transportation is for official business. The transportation agent shall sign for the transportation officer, e.g., B. J. Jenkins, TA for J. D. Pierce, TO. The use of a rubber stamp signature of the person authorized to sign GTRs is strictly prohibited.

b. Other person(s) (acting TOS) specifically authorized to hold and issue GTRs as specified by the DoD Component concerned.

6. Traveler (Block 4).

a. Individual travel. Enter the name and grade, if applicable, of the traveler.

b. Group Travel. Enter the name and grade, if applicable, of the person in charge of the group.

c. Dependent(s) Travel. Enter the name of the principal dependent.

d. Prisoners with Guards. Issue the GTR in the name of the member (guard) in charge. Under no circumstances will the GTR be surrendered to the prisoners.

e. Type Travel Codes. Enter the type travel code to denote the type of travel, e.g., PU, CT, PT, EA, OA, etc. Type travel codes are listed in Appendix D.

7. Others (Block 5).

a. Individual Travel. Enter the word "NO".

b. Group Travel. Enter the number of persons in the group who will accompany the group leader.

c. Prisoners with Guards. Enter the total number of guards and prisoners in the group who will accompany the group leader.

8. Dependent Travel (Block 6). Check the "spouse" block and list the name of the spouse if he or she is to accompany the traveler. Also, list the names and ages of any children who will accompany the traveler; e.g., Joe (5); Mary (8). Ages of children as of the date of departure from the first point of travel should be used. All authorized dependents are entitled to a seat.

9. Special Accommodations and Requirements (Block 7). Enter the number and type of accommodations to be furnished, and list the points between which each type of accommodation is to be utilized. Abbreviate if necessary. For rail travel, indicate whether lower berth, parlor car seat, roomette, etc. Draw a horizontal line through this space if special accommodations or services are not requested or if no special statements are required.

a. Special Fares for Group Moves. When applicable, enter the routing symbol(s) and number(s) assigned to group movement traffic routed by the TO or MTMC, i.e., CAM, MRO, MAIN, or PSRO.

b. Member with Insufficient Funds. If the GTR is issued to a member with insufficient funds or on Technical Arrest Orders/Provisional Pass, the term "CHECKAGE REQUESTED" or "COST-CHARGE" will also be reflected in this block.

c. Prisoners Under Guard. When prisoners under guard are transported, the number of guards and prisoners will be annotated and identified separately in this space.

d. Foreign Flag Carrier/First Class Accommodations. If foreign flag/first class accommodation is used, justification is required.

10. Carrier or Agent Tendered TO (Block 8). Enter the name of the carrier that is to honor the GTR.. When the GTR must be presented to a carrier or agent other than the one shown in \_this box, either the issuing officer or the traveler will endorse the GTR to that carrier or agent by entering in the "SERVICE FURNISHED IF OTHER THAN REQUESTED" -block on the 'reverse side of the GTR, over his or her signature, the words: "Endorsed to (name of carrier/agent) for ticket issuance."

11. Stopover Authorized (Block 9). Enter "YES" before the cities at which stopovers . . . . . are authorized and "NO" for all others. The word "END" will be entered before the last u,,&- city of the official trip.

12. Cities (Block 10). Enter in the "FROM" block the name of the city and state from which transportation and/or accommodations are to be furnished. In the "TO" block, enter the cities and states or points to which such services are to be furnished. Use city airport codes for air travel when these are known; otherwise the city with the Postal Service style of two letter state abbreviations. For example, for a round trip authorized from Houston TX, to New York NY, show from "IAH" (or HOU depending on the departure airport) to "JFK or "LGA" (depending upon the arrival airport) to IAH or HOU. If airport codes are not known, use from Houston TX, to New York NY, to Houston TX. When charter air or bus service is used, enter in parentheses the name of the airport or the actual loading point of the bus(es) in addition to the name of the city and the destination airport or actual unloading point of the bus(es) in addition to the name of the city.

13. Carrier and Class of Service (Block 11). In the applicable box, enter the initials or code name of each carrier and the name or official industry code for the class of service authorized between each listed city or point. Standard carrier codes for air and bus carriers are found in the Official Airline Guide and Official Bus Guide.

- a. For Air Travel. Show class of service, e.g., YCA, HMZ, QCA, YPNUT, etc.
- b. For Bus Travel. Show coach, special coach charter, or special operations.
- c. For Rail Travel. Show coach, slumber coach, or mixed.
- d. For Ship. Show second-class, cabin, tourist, etc.

14. Excess Baggage (Block 12).

a. General. The only time a GTR may be used to move excess baggage is when it is authorized in the travel order. When payment with personal funds would impose an unwarranted hardship on the traveler, a GTR may be issued to cover both transportation and excess baggage. Every effort should be made to include excess baggage on the same GTR used to request passenger service for the traveler.

b. When a GTR is utilized, in the "Excess Baggage Authorized" block, enter the weight and/or number of pieces of excess baggage authorized. When the weight or number of pieces is unknown, show the maximum excess authorized. If excess baggage is not authorized, enter the word "NONE" in the "Weight and Pieces" columns opposite the respective city or point entered in the "TO" block.

c. When a separate GTR is used for excess baggage, complete the GTR as outlined above, entering the words "EXCESS BAGGAGE ONLY" in the "Special Accommodations and Requirements" block, and enter the serial number of the GTR previously issued for passenger travel.

15. Transportation Amount (Block 13). For Army, Air Force, and DLA-funded travel, the issuing office will enter in the “Transpn Amount” block (*on carbon copies only*) the estimated net cost to the government for procured transportation.

16. Continuation of Services Required (Block 14). Use the back of GTR for continuation of entries when adequate space is not available on the front of the GTR.

BILL CHARGES TO (Department agency, bureau office, address including ZIP code) TRANSPORTATION DIVISION, FINANCE CENTER U S ARMY, INDIANAPOLIS, INDIANA 46249		1.		32,328212	
SIGNING GOVERNMENT OFFICER (Signature and office) 3.				PLACE AND DATE OF ISSUE 2.	
TRAVELER (Type or print) 4.	OTHERS (Number) 5.	DEPENDENT TRAVEL CHILDREN (Names and ages) 6.	U S HOUSE	SPECIAL ACCOMMODATIONS AND REQUIREMENTS 7.	
TRANSPORTATION AMOUNT (Traveler MUST enter maximum cost of travel - including accommodations applicable with record travel) 8. 13. SAMPLE		STOP OVER AUTH 9.	CITIES FROM 10. 10.	CARRIER AND CLASS OF SERVICE (First class coach charter...) 11.	EXCESS BAGGAGE AUTHORIZED WEIGHT 12.
14. (Continue service required on the reverse)					
U.S. GOVERNMENT TRANSPORTATION REQUEST MEMORANDUM COPY					

STANDARD FORM 1186-A PREV. E-4  
PREPARED BY GSA FROM GSA GTR 101-41

Figure O-1. Example of Blank GTR.

F. GTRS ISSUED FOR THE TRANSPORTATION OF REMAINS

1. General. A GTR will be used when transporting remains of deceased personnel by air or railroad baggage service. Such movements may be accompanied by escort(s) or transported unescorted. Separate GTRs will be issued for the escort(s).

2. Escorted Remains. GTR entries for the deceased are depicted in figure O-2. The following entries will be made on the GTR issued for transport of remains:

a. Traveler. Enter the name of the deceased followed by the words “DECEASED,” an asterisk, and the travel code (HR)

b. Special Accommodations and Requirements. Make appropriate entries preceded by an asterisk, as follows:

- (1) Deceased Member. Enter grade, branch of service, and Social Security Number (SSAN).
- (2) Deceased Dependent. Enter relationship of deceased to sponsor and sponsor's name, grade, branch of service, and SSAN.

BILL CHARGES TO (Department agency, bureau office, address including ZIP code) <b>TRANSPORTATION DIVISION, FINANCE CENTER ARMY, INDIANAPOLIS, INDIANA 46249.</b>		FISCAL DATA (Accounting) (Enter all appropriate Service accounting data. )		32,328212	
ISSUING GOVERNMENT OFFICER (Signature and office)  J. DOE, T.O., NAVPTO WASHDC		FISCAL DATA (Identification) (Enter all order identification, i.e., issuing station, order number, order issuing date.)		PLACE AND DATE OF ISSUE NAVPTO WASHDC 20371  01JAN94	
TRAVELER (Type or print) M. BARKER (DECEASED) * (HR) CARRIER OR AGENT TENDERED TO UNITED AIRLINES TRANSPORTATION AMOUNT (Traveler MUST =mm cost of transportation and accommodations, if applicable, and record here)		OTHERS (Number)  DEPENDENT TRAVEL CHILDREN (Names and ages) <input type="checkbox"/> SPOUSE	SPECIAL ACCOMMODATIONS AND REQUIREMENTS *CAPTAIN USN 000-00-0000 ICW GTR B1 ,046-051		
SAMPLE		STOP OVER AUTH	CITIES	CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.)	EXCESS BAGGAGE HUMAN REMAINS
		FROM	DCA		WEIGHT
		TO	END: SFO	UA-FREIGHT	34(-1)
		TO			1bs
		TO	FOR: HUMPHREY'S FUNERAL PARLOR		
		TO	0000 WASHINGTON AVENUE		
		TO	SAN FRANCISCO CA		
Ticket agent WILL NOT accept this copy in lieu of original request		(Continue service required on the reverse)			
DO NOT fold, staple, or mutilate 1169-232-04		U.S. GOVERNMENT TRANSPORTATION REQUEST		STANDARD FORM 1169-A (REV 4-90) PRESCRIBED BY GSA, FPMR (41 CFR) 101-11.2	
		MEMORANDUM COPY			

Figure O-2 Example U.S. Government Transportation Request (GTR) (SF 1169) Illustrating Air Transportation of Human Remains.

- (3) Deceased U. S. Citizen DoD Civilian Employee. Enter title, employing agency/department, and SSAN.
- c. Cities. Make appropriate entries and when itinerary includes all cargo airline flight(s), enter "AIR FREIGHTER" following the flight number. On the unused "TO" lines or on the reverse, if necessary, enter the word "FOR" followed by the name and address of the receiving funeral home or other addresses, as appropriate.
- d. Excess Baggage Authorized. Type over the words "EXCESS BAGGAGE" with the words "HUMAN REMAINS" and enter the gross weight of the casketed remains.
- e. Cross-Reference. Annotate the GTR with the words "Issued ICW GTR # (number)." Cross reference this GTR with the GTR of the escort(s) by annotating both GTRs.



f. GTR Entries for Escort(s). A separate GTR will be prepared for the escort(s) following the instructions above for regular GTR preparation. See figure O-3. Cross-reference the escort's GTR with the serial number of the GTR issued for the deceased.

3. Unescorted Remains. Entries on the GTR will be made as above except for the "TRAVELER" block. In this space, -enter the words "DECEASED UNESCORTED" and an asterisk. When vehicular transfer between carrier terminals at junctions points is required and permitted by carrier tariffs, the following annotation will be entered in addition to other entries in the "SPECIAL ACCOMMODATIONS AND REQUIREMENTS" space. "Transfer of remains authorized at junction point(s)." Routings which involve vehicular transfer at junction points not covered by carrier tariffs will not be used if alternate through-transportation service is available.

ALL CHARGES TO Department agency, Bureau office, address including ZIP code

TRANSPORTATION DIVISION, FINANCE CENTER  
ARMY, INDIANAPOLIS, INDIANA 46249.

ISSUING GOVERNMENT OFFICER (Signature -w office)

J. Doe, T. O., NAVPTO WASHDC

TRAVELER (Type or print)

T. JONES ESCORT\* (PT)

CARRIER OR AGENT TENDERED TO

UNITED AIRLINES

TRANSPORTATION AMOUNT (Traveler MUST be \$cmvl cost of transportation and accommodations, if applicable, and record here)

Ticket agent WILL NOT accept this copy in lieu of original request

DO NOT fold, staple, or mutilate

FISCAL DATA

(Enter all appropriate Service accounting data.)

(Enter all order identification, i.e., issuing station, order number, order issuing date.)

328212

NAVPTO WASHDC  
20371  
01JAN90

OTHERS (Number)

NO

DEPENDENT TRAVEL CHILDREN (Name and ages)

☐ SPOUSE

SPECIAL ACCOMMODATIONS AND REQUIREMENTS:

ICW CTR B1 , 046, 052

STOP OVER AUTH

YES

CITIES

FROM: DCA

TO: SFO

TO: END : DCA

TO:

TO:

TO:

CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.)

UA-Y

UA-Y

EXCESS BAGGAGE AUTHORIZED

WEIGHT

PIECES

NONE

NONE

(Continue service required on the reverse)

U.S. GOVERNMENT TRANSPORTATION REQUEST

MEMORANDUM COPY

STANDARD FORM 1169-A (REV 4-88)  
PRESCRIBED BY GSA, FPMR (41 CFR) 101-11.2

Figure O-3. GTR (SF 1169) Example Illustrating Air Transportation of Escort of Human Remains.

G. GTR FOR CHARTERED AIR TAXI SERVICE

One GTR will be issued by the TO to the air taxi operator for each charter. Special fare or rate tender information will be entered in the "Special Accommodations and Requirements" block. The GTR will, in all cases, be annotated "CHARTER and "AIR TAXI" in the "Carrier and Class of Service" space. See figure O-4 for an example GTR for charter air taxi service.

BILL CHARGES TO (Department agency, bureau office, address including ZIP code) <b>TRANSFORMATION DIVISION, FINANCE CENTER</b> <b>ARMY, INDIANAPOLIS, INDIANA 46249.</b>		FISCAL DATA (Appropriate Accounting Data) (Enter all appropriate Service accounting data.)		<b>82,328212</b>			
ISSUING GOVERNMENT OFFICER (Signature and office) <b>J. DOE, T.O., N A V P T O WASHDC</b>		(Enter all order identification, i.e., issuing station, order number, order issuing date.)		PLACE AND DATE OF ISSUE <b>NAVPTO WASHDC</b> <b>20371</b> <b>19AUG87</b>			
TRAVELER (Type or print) <b>FRED HYDEN, CW02, USMC</b>		OTHERS (Number) <b>4</b>	DEPENDENT TRAVEL CHILDREN (Names and ages) <input type="checkbox"/> S = USE	SPECIAL ACCOMMODATIONS AND REQUIREMENTS <b>\$550.00</b>			
CARRIER OR AGENT TENDERED TO <b>J. B. AIR TAXI SERVICES</b>		STOP OVER AUTH	CITIES		CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.) <b>Charter Air Taxi</b>		
TRANSPORTATION AMOUNT (Traveler MUST — cost of transportation e. W. if applicable, and record here)			FROM: <b>St Marys Cty Arpt</b>			EXCESS BAGGAGE AUTHORIZED	
			TO: <b>END: Calverton LA</b>			WEIGHT <b>NONE</b>	
			TO:			PIECES <b>NONE</b>	
			TO:				
Ticket agent WILL NOT accept in lieu of original request		(Carriage service required on the reverse)					
DO NOT fold, staple, or		U.S. GOVERNMENT TRANSPORTATION REQUEST MEMORANDUM COPY					
1189-232-04		STANDARD FORM 1189-A (REV) PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.2					

Figure O-4. GTR (SF 1169) Example Illustrating Charter Air Taxi Service.

#### H. GTRS ISSUED ON A CHECKAGE (COST-CHARGE) BASIS

A GTR may be used when the cost of transportation will be charged to a military member's pay account to return members to their duty station or to an alternate destination as directed by competent authority. GTRs may be issued for members without funds and unauthorized absentees and deserters subject to **checkage** of their pay accounts. DD Form 139 will be prepared in accordance with the traveler's DoD Component procedures.- (See figure O-5 for example of DD Form 139.) A statement will be included in the remarks section of the DD Form 139 which requires the member's signature acknowledging receipt of the GTR and authorization for repayment from the member's pay account. At the request of the member, a replacement ticket may be issued to a dependent for a lost ticket, subject to Pay Account Checkage (cost-charge) against the member's pay. Prepare one (1) original and two (2) copies to forward to the appropriate finance offices or see *figure O-6*. NOTE: People in leave status should be booked at the non-government fair unless the member is traveling on monetary allowance, in lieu of travel while en route on a PCS move. Refer Army members to the local orders issuing authority to obtain a DD Form 460 (Provisional Pass) prior to the issuance of the DD Form 139. See AR 600-8-105, paragraph 3-14, for additional information on DD Form 460.

PAY ADJUSTMENT AUTHORIZATION			NOTE: If member has been transferred, forward it. Authorization is the officer currently maintaining the member's pay record.			
MEMBER (Last Name) <b>PUBLIC</b>	FIRST NAME <b>JOHN</b>	MIDDLE NAME <b></b>	SSN <b>000-00-0000</b>	GRADE/RANK/RATE <b>MR3</b>	mANGn OF SERVICE <b>USN</b>	DATE <b>19AUG87</b>
GRADE NO. <b>1-4</b>	LAST PAY RECORD EXAMINED DISBURSING AMOUNT <b>\$89.00</b>		APPROPRIATION DATA <b>1771453.2202 011 12600 0</b> <b>00000022 21 000000 000000071131</b>			
FROM NAVY PASSENGER TRANSPORTATION OFFICE PERSONNEL SUPPORT ACTIVITY, NORFOLK BLDG. A48, NAVAL STATION NORFOLK, VA 23511-5115			NAME OF ACCOUNTABLE D.O.  D.O. NO. <b></b> G.A.O. EXCEPTION CODE <b></b>			
OFFICER IN CHARGE PERSONNEL SUPPORT ACTIVITY DETACHMENT NAVAL AMPHIBIOUS BASE, LITTLE CREEK NORFOLK, VA 23521-5450					YOU ARE HEREBY AUTHORIZED TO	
					<input checked="" type="checkbox"/> CHARGE <input type="checkbox"/> CREDIT  THE MILITARY PAY RECORD OF THE MEMBER LISTED ABOVE	
EXPLANATION AND/OR REASON FOR						
TRANSPORTATION ISSUED SUBJECT TO CHECKAGE OF PAY ACCOUNT ON 19 AUG 87.						
GTR B1, 046,052 ISSUED TO PIEDMONT AVIATION FOR AIR TRANSPORTATION FROM WASHINGTON, D. C. TO NORFOLK, VA, VIA PI(ORF). COST TO GOVT \$89.00.						
AMOUNT TO BE CHECKED \$89.00.						
I hereby acknowledge receipt of the above listed GTR and agree to a one-time pay account checkage for transportation provided.						
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">   John Public </div> <div style="text-align: center;">   John Public </div> </div>						
The above adjustment is based on a thorough examination of all applicable records. If the Disbursing Officer has knowledge that a previous adjustment has been made or why the adjustment should not be made for the same item, this authorization should be returned with a brief statement of the reason for failure to make the adjustment.						
NAVY PASSENGER TRANSPORTATION OFFICE PSD NORFOLK, BLDG. A48, NAVAL STATION NORFOLK, VA 23511-5115			CERTIFYING OFFICER (Typed Name, Grade, and Signature)  J. DOE, T.O., NAVPTO NORFOLK, VA			
I CERTIFY that the adjustment indicated above has been entered on the above-named member's Military Pay Record. (If adjustment has not been entered, give explanation on reverse over D.O.'s signature and symbol number.)						
CERTIFICATE	NAVY PASSENGER TRANSPORTATION OFFICE PERSONNEL SUPPORT ACTIVITY, NORFOLK 10 BLDG. A48 ; NAVAL STATION NORFOLK, VA 23511-5115 			TYPED NAME AND GRADE OF D.O.		
				D.O. SYMBOL NO.		DATE
				SIGNATURE		
<div style="display: flex; justify-content: space-between;"> <div> <b>DD FORM 139 (4 FT)</b>  1 MAY 53  37-10182-1-6-53-1-1001 </div> <div> REPLACES DD FORM 139, 1 OCT 50; FORM 139-1, JAN 51; AND FORMS 548, 541, AND 542, NAVMC 999-50 AND NAVMC 519-50 ALL OF WHICH MAY BE USED UNTIL STOCKS ARE EXHAUSTED. </div> <div> Form approved by Comptroller, Navy  April 25, 1974 </div> </div>						

Figure O-5 Example of DD Form 139, Pay Adjustment Authorization.

**I. UNUSED GTRS/TICKETS**

When a member surrenders an unused GTR or ticket issued against a checkage (cost-charge), and the value of such has already been charged against the member's pay account, a credit adjustment will be issued. A DD Form 139 will be prepared and vouchered reflecting appropriate credit and distributed as listed in paragraph H above. When the amount of authorized credit cannot be determined locally, a request for amount of credit will be included when such unused tickets are forwarded to the CTO or carrier for refund.

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Air Force	Defense Finance Accounting Service (DFAS) Denver CO 80279-5000
Army	Defense Finance Accounting Service (DFAS) Indianapolis IN 46249-5000
Marine Corps	Defense Finance Accounting Service (DFAS) Kansas City MO 64197-5000
Navy	Defense Finance Accounting Service (DFAS) Norfolk VA 23511-5000 - (or the closest Personnel Support Activity Detachment disbursing office.)

Figure O-6. Finance Accounting Office Addresses for Distribution of DD Form 139.

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